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13 JUL 1966

MEMORANDUM FOR: Chief, Benefits and Services Division
SUBJECT : Annual Report - Fiscal Year 1966

1. The trend of business during the reporting period took a radical departure from what we had come to expect as normal. There was no slack period last winter. The volume of business started to climb early in Fiscal Year 1965 and continued until the present. Fiscal Year 1966 produced the largest volume of travel business for which we have records.

2. Not only did the volume of travel business increase in the reporting period, the following additional functions were established:

- a. Processing contract employee Invitees.
- b. Finance processing of Type A contract employees for overseas travel.
- c. Dispatching to overseas stations travel advance Transfer Accounts.
- d. Expanded finance certifying authority, and
- e. Responsibility for movement and storage of personal property.

3. All of our planning efforts during Fiscal Year 1967 are expected to be directed toward:

- a. Reorganizing the Branch to get all logistics functions in one section.
- b. Obtaining a minimum of six additional personnel; one in Travel, one in Personnel, two in Finance, and two in MW to handle Category Z travel.
- c. Getting the Position Management and Compensation Division to make a complete survey of the Branch, and
- d. Obtaining adequate space for the Branch.



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Annual Report - Fiscal Year 1966 (Continued)

4. Attached is a statistical summary which adequately supports an increase of five positions, based on present workload. The current staff is stretched dangerously thin. The sixth position is based on the Fiscal Year 1967 personnel forecast by the Deputy Director of Personnel for Planning and Research. The Deputy for Recruitment and Placement is charged with responsibility for entering on duty in Fiscal Year 1967 30% more people than in 1966. This will have a proportionate affect on our invitee business, which has already set a record mark.


Chief, Central Processing Branch

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